DOCUMENT RESUME

ED 259 104 CE 041 488

TITLE	Digest of Adult Education Staff Development Programs.
INSTITUTION	Office of Vocational and Adult Education (ED), Washington, DC.
PUB DATE	Jun 85
NOTE	52p.
PUB TYPE	Reference Materials - Directories/Catalogs (132) -- Reports - Descriptive (141)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	Adult Basic Education; *Adult Education; Adult Educators; *English (Second Language); *Information Dissemination; *Interstate Programs; Networks; Program Descriptions; *Staff Development; *State Programs; Technical Assistance

ABSTRACT

This digest describes types of statewide programs for the training of adult educators. Eight types of programs involving 19 states are outlined, and contacts for each are given. These programs are included: Michigan Staff Development Collaborative, the Iowa Community College Telenetwork (or Telenet), Virginia Consultant Training Institute to disseminate 310 projects, Oregon Adult Education Talent Bank to provide technical assistance, multi-state conference to start networking with adult basic education and English as a Second Language staff from other states, state networks and centers, and staff development--state by state (a listing of directors and their addresses and telephone numbers for states that support a state staff development specialist or sponsor a staff development center). The final section identifies some new staff development resources. Two appendixes list, in alphabetical order by state, staff development projects and dissemination projects. Project title and funding, contact person with address and telephone number, description, and product are provided for each project. (YLB)

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ED259104

DIGEST OF ADULT EDUCATION

STAFF DEVELOPMENT PROGRAMS

JUNE, 1985

Division of Adult Education
U.S. Department of Education
Washington, D.C. 20202-3585

U.S. DEPARTMENT OF EDUCATION
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Digest of Adult Education Staff Development Programs

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INTRODUCTION

In the summer of 1984 Dr. Ed Jones of George Mason University and Jean Lowe of the Fairfax County, Virginia Adult Education Program initiated a modest project to collect information about staff development practices in adult education. Two surveys were conducted - one went to State Directors of Adult Education and selected staff development specialists in the field, another to state adult education associations.

When the completed survey forms began to arrive, we were intrigued by the variety of responses...particularly those that mentioned statewide systems or processes for the training of adult educators. This Digest is the result of further investigation of selected responses to the Jones/Lowe surveys. Additional material was gathered from the current **310 Catalog of Adult Education Projects.**

The purpose of this Digest is **not** to recommend **"model" programs** to the field, but to describe programs that seem to have implemented successfully a variety of good **ideas**...ideas that other adult educators might consider trying. Eight types of programs, involving 19 states, are outlined, and contacts for each are given. Some new staff development resources are also identified in the final section.

If you are aware of other successful (and interesting) programs, please let us know about them. Perhaps a second Digest could be developed to give exposure to additional staff development efforts and resources.

Our thanks to those adult educators who shared their program information with us, to Ed Jones and Jean Lowe for gathering the initial data, and to Frances Littlejohn for preparing the Digest manuscript.

James Parker

MICHIGAN STAFF DEVELOPMENT COLLABORATIVE

In 1978 Michigan adult educators recognized the need for a long-range, statewide staff development plan for adult education teachers, administrators, and support staff. Few regularly scheduled inservice or staff development opportunities were available on a continuing, developmental basis in areas around the state. Most inservice efforts that existed were sporadic and lacked a cohesive design and format. Many did not systematically address the different levels of training, experience, and career commitment of teachers, administrators, and support staff in adult education programs. In many instances it was not possible to identify the most effective staff development resources at local district, intermediate district, or higher education levels and plan cooperatively for their use.

To respond to this challenge, the Planning Collaborative was funded as a one-year project to design a long-range staff development plan. The Planning Collaborative had the broad involvement of educators from local district adult education programs, universities and colleges, intermediate school districts, and the Michigan Department of Education.

The Subsequent plan proposed a cooperative network to have impact on a minimum of 600 practitioners each year of full operation. In the first year, three elements were put into operation:

1. A Staff Development Collaborative consisting of representatives of key agencies and groups to initiate, direct and monitor the implementation of the plan was established. A director and secretary served as the staff for the Collaborative.

2. Staff Development Facilitators were identified by the Staff Development Collaborative. They were selected from local adult education programs, universities and colleges, intermediate school districts, and community-based organizations and agencies. They stimulated the development of local and area staff development planning and programming and were located in and served all areas of the state. Resources were linked to the adult educators who needed them.

3. Small 310 grants and other incentives stimulated local districts and area staff development.

In the second and following years, staff development leadership training of program administrators and teacher leaders was planned. They were trained to initiate and generate staff development processes in their districts and areas. They served as a communication and learning network for each other.

The plan identified a variety of funding resources and urged adult educators to use all of these sources to offer staff development opportunities and activities to practitioners at every level.

An evaluation design was included, which provided for analyzing and modifying the plan, the program, and the process each year as well as a final evaluation of the impact of the staff development plan on practitioners and students alike. A Staff Development Council was established. It consisted of 14 members including the project director.

The project identified, selected, and trained fourteen (14) Staff Development Facilitators. These Facilitators served as initiators and helpers in staff development efforts at the local and area level and as educational brokers in linking local and area groups to resources throughout the state. They were selected from applications and nominations from local adult education programs and intermediate school districts.

In 1982 the Staff Development Collaborative expanded its scope and maximized its capacity building, replication and dissemination by:

- training Management Teams to coordinate and manage the implementation of staff development incentive grants in six geographic areas of the state;
- using trained Facilitators to serve intensively the six areas of the state;
- training a network of teacher leaders and coordinators and administrators in planning, implementing and evaluating staff development at the local and area level;
- extending and expanding the incentive grant component by further developing some 1980-81 programs and by reaching additional new educators needing services.

The following learning areas were identified by adult educators as priorities for staff development:

- Self awareness as a person/professional/learner.
- Knowing adult students and helping them to know themselves and become self-directed learners.
- Interaction strategies.
- Teaching strategies.
- Curriculum systems and areas.
- Program management, communication and leadership.
- Staff development planning and programming.

In Fiscal Year 1985, over 85 small projects and a variety of area - and state-wide projects were funded. The total 310 investment for the Staff Development Collaborative this year is $272,000. Literacy volunteer training and employability skills teacher training are being highlighted.

For additional information on the Michigan Collaborative, contact:

Ken Walsh
ABE and Community Education
P.O. Box 30008
Lansing, Michigan 48909

THE IOWA TELENET

The Iowa Community College Telenetwork, or Telenet as it is commonly known, is a unique communications system that links all of Iowa's area community colleges and vocational schools with audio-teleconferencing. The system was established in 1975, and has proven to be an instrumental part of instructional and administrative communications throughout the state's public community colleges.

The Telenet operates over what is called a dedicated private telephone line. This line has 28 terminals or sites in the community colleges across the state where the teleconferencing equipment is located. At each site people can talk and listen to other participants at any or all of the other sites simultaneously. The Telenet system is like having a state-wide party line; however, it is unique because it can accomodate large or small groups at each site. This is referred to as live interactive audio-teleconferencing.

The Telenet also has a special switchboard system that can allow several participants, guests, or presenters who can't be at a Telenet site location to call in, from any telephone anywhere, and the Telenet operator will connect their calls directly into the system.

This feature allows caller(s) to participate in state-wide audio teleconferences, no matter where they are located, simply by using their telephone. This has proven very beneficial to the Telenet system because it has given participants in the area colleges access to a variety of guest presenters or authorities, people that normally would not be able to travel to a Telenet site or who are not located in Iowa.

Within the community colleges the system is utilized both for administrative communication, such as for meetings and conferences, as well as for instructional programming.

The Telenet has proven effective within the community colleges for:

- Committee Meetings
- Departmental Meetings
- Administrator Meetings
- Faculty & Staff Meetings
- Adult & Continuing Education Courses
- Undergraduate Courses
- Graduate Level Courses
- Conferences & Workshops
- Special Lectures
- Press conferences
- Discussion Groups
- Financial Meetings
- Faculty & Staff Workshops
- Curriculum Planning Meetings
- Guest Speaker Presentations
- Informal Lunch Time Programs

The Telenet eliminates costs which are incurred by meeting face-to-face such as mileage, food, lodging, and travel time. For classes and other instructional programs, the Telenet is beneficial because it can provide instructional programs to locations where such programs normally would not be available due to a lack of funding or resources. For example, an instructor can be at one location, and yet he or she can have a state-wide classroom with students located in up to 27 other communities. The instructor is therefore saved the time and expense of traveling, while the students are provided with instruction that normally might not be available in their area of the state.

The telenet is available to all community college administration, faculty, students and staff for community college related programming, at no charge. The system is also available to outside groups and organizations at reasonable rental rates.

For more ideas on the use of a telenet, contact:

Pam Edler, Director
Iowa Community College Telenetwork
3700 South Center Street
P.O. Box 536
Marshalltown, IA 50158

VIRGINIA CONSULTANT TRAINING INSTITUTE

The Virginia Adult Education Program supports a variety of staff development services, including a state conference (see Project SAIL) and a resource center. The Consultant Training Institute (CTI) and its followup activities are new statewide efforts.

The Institute was held February 28-March 2, 1985. The purpose of this first Institute was to provide a geographically representative group of ABE and ESL teachers with the background and content of five 310 projects, as well as the skills for disseminating project outcomes to local staff. Each participant was trained to disseminate a particular project relating to their experience and/or educational background.

All participants were trained in the organization and delivery of local workshops. This included needs assessment, negotiations with local supervisors, setting objectives, developing training plans and evaluation.

The 310 projects being disseminated by this group are:

. Curriculum Adaptations for Special Education (CASE)
. Independence in Work
. Teachers as Counselors in ABE
. Competency Based Education for ESL
. ESL Curriculum Guidelines for Non-Intensive Programs.

Dissemination activities are conducted in collaboration with Virginia's State Resource Center which locates the appropriate consultants, pays them, and reimburses local participants for travel and meals. The CTI consultants will meet again in August to discuss their experiences in disseminating projects to other ABE teachers.

For more information, contact:

Lennox McLandon
Adult Education
Virginia Department of Education
P.O. Box 6Q
Richmond, VA 23216

OREGON ADULT EDUCATION TALENT BANK

Local ABE programs often request guidance and technical assistance in such areas as working with hard-to-reach individuals, curriculum adjustments, improvement of instructional materials, and program management. These needs may be temporary problems which appear briefly, but sharply, or may be a long-term problem that has continued to frustrate staff.

Located throughout Oregon are numerous teachers and administrators of adult basic education who have the talent and experience to meet the needs that periodically become apparent in local programs. The purpose of the Talent Bank is to make it possible for those with needs to draw on the talents of those who can help.

Subject areas covered by the 27 Talent Bank members include: ABE, Adult High School, Brain Research, Career Development, CAI, Conference Planning, ESL, Learning Disabilities, Learning Styles, Motivation, Reasoning skills, Team Teaching, Writing, and many other topics.

The Adult Education Talent Bank is coordinated through the State Director of Adult Education in the following way:

- Local program determines their need and identifies from the statewide listing the individual(s) who can meet that need (see example).
- Local program director contacts the individual listed in Talent Bank.
- Individual clears the date with their own local director.
- Service is provided and an evaluation form completed.
- Individual notifies the State Director of Adult Education in writing of services provided, summary of evaluation, mileage (state rats) and per diem (state rates).
- State Director of Adult Education processes materials and mails a check to the individual.

As additional individuals become members of the Talent Bank, their data is mailed to all programs for inclusion in the Talent Bank catalog.

For additional information on the Talent Bank, contact:

Robert Clausen
Director, Community College
Instruction Services
Oregon Department of Education
700 Pringle Parkway, S.E.
Salem, OR 97310

ABE TALENT BANK FORM

Name: Edwina Gustafson

Address: 453 NW 8th Street
Ontario, OR 97914

Home Phone: 889-7994

Employer: Treasure Valley Community Col.

Business Phone: 889-6493

Supervisor: Dick DeBisschop

PERS:

Subject and Skill Areas:

Edwina Gustafson has developed a tutor techniques class for training student tutors. Techniques included are: how to conduct an initial interview, how to do task analysis, "how to" tutor, how to question, etc. She has taught college study skills for seven years and focuses on time management, study reading, notetaking, and listening skills. In addition, she has conducted human potential seminars in which the participants learn value clarification, goal setting, and personal strength identification. Also, she has been trained through the Science of Teacher to utilize clinical supervision as a means of evaluating teacher performance and developing teacher growth.

Format:

Small group

Specific Audience:

Various

Other:

Willing to work statewide.

References:

1. Dr. Jeff Ford, Treasure Valley Community College
2. Mr. Ray Stone, North Idaho College

MULTI STATE CONFERENCE

Project SAIL (Summer Adult Institute and Lyceum) is supported by a 310 grant provided through the Adult Education Service of the Virginia Department of Education. It is held at George Mason University in Fairfax. This week long institute is designed to provide adult education instructors and supervisors with knowledge and insights relating to ABE and ESL learners and programs. The project grant pays for tuition, room, and meals for 200 Virginia participants. In addition, SAIL hosts small delegations (5-10 persons per group) from several other states, including North Carolina, Maryland, West Virginia, and Puerto Rico. The purpose is to start networking with ABE and ESL staff from other states and to learn about their successful practices. All out-of-state SAIL participants are funded by their own adult education programs.

The basic format for SAIL week involves major instructional sessions relating to individual strands (intensive courses) which occur on Monday, Wednesday, and Friday, while large group sessions, 310 sessions, and various additional small group enrichment sessions are held on Tuesday and Thrusday mornings. Tuesday and Thursday afternoons are kept open to provide participants time to follow up with presenters, to study, and to enjoy leisure and recreational activities.

The formal instructional program in 1985 consists of nine academic strands:

1. Introduction to Adult Basic Education
2. Introduction to Adult ESL
3. Advanced Adult ESL: Translating Theory into Practice
4. Administration of Adult Basic Education Programs
5. Training Teachers as Counselors in Adult Basic Education
6. Language Arts in Adult Basic Education
7. Beyond Learning Disabilities: Learning Styles and Teacher Expectations in ABE
8. Upper Level ABE (pre-GED) Instructional Methods
9. ABE Populations with Special Needs

These two credit (optional) intensive courses involve advance readings and a final project, which participants complete at home after the conclusion of the institute. In addition to the usual 310 project and other small group presentations, four independent research projects conducted by Northern Virginia ABE teachers will be presented and discussed.

In conjunction with SAIL '85, a special issue of Virginia's ABE Newsletter will be published. It will highlight activities of all the states represented at the conference, and will be distributed at SAIL.

For further information, contact:

Dr. Edward V. Jones
Project Director, SAIL '85
124 East Building
George Mason University
Fairfax, VA 22030

STATE NETWORKS AND CENTERS

A number of states fund centers to provide staff development and/or related services to local practitioners. The 3 general types are:

1) **Clearinghouses**, which specialize in information and materials dissemination. New York, Pennsylvania, and Washington sponsor such projects.

2) **Resource Centers**, which provide clearinghouse services and staff development/technical assistance to local programs in general and specialized areas of adult education. Resource centers are supported by Connecticut (1), Illinois (3 - North, Central, South), Indiana (1), New Jersey (2 - North & South), North Dakota (1) and Virginia (1).

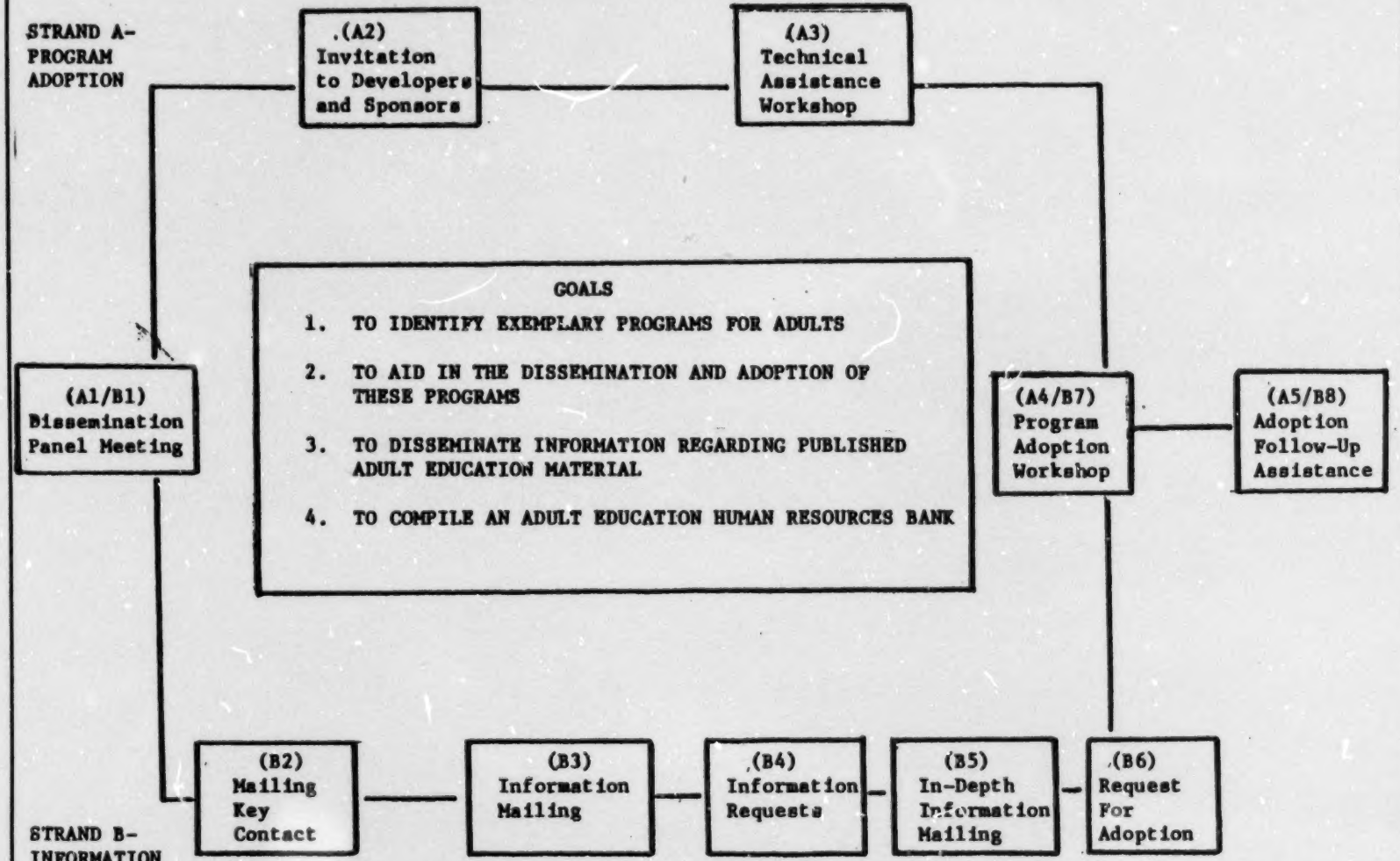
3) **Dissemination Networks**, which identify (and in some cases evaluate) instructional programs and products relevant to adult education, and assist in the dissemination and local adoption of these programs and products. Texas has supported the longest-running network - the TRENDS project. California (see flow chart, page 10), Florida, and New Jersey also support statewide networks.

For information on the above projects, contact the appropriate state office of Adult Education (see list on pages 11-15) or project directors identified in Appendices A & B.

STAFF DEVELOPMENT - STATE BY STATE

The Jones/Lowe Survey identified 14 States that support a State Staff Development Specialist, and 11 states that sponsor a staff development center of some kind. These states are indicated on pages 11-15.

FLOWCHART


STRAND A-
PROGRAM
ADOPTION
(A2)
Invitation
to Developers
and Sponsors
(A3)
Technical
Assistance
Workshop
GOALS
1. TO IDENTIFY EXEMPLARY PROGRAMS FOR ADULTS
2. TO AID IN THE DISSEMINATION AND ADOPTION OF THESE PROGRAMS
3. TO DISSEMINATE INFORMATION REGARDING PUBLISHED ADULT EDUCATION MATERIAL
4. TO COMPILE AN ADULT EDUCATION HUMAN RESOURCES BANK
(A1/B1)
Dissemination
Panel Meeting
(A4/B7)
Program
Adoption
Workshop
(A5/B8)
Adoption
Follow-Up
Assistance
(B2)
Mailing
Key
Contact
(B3)
Information
Mailing
(B4)
Information
Requests
(B5)
In-Depth
Information
Mailing
(B6)
Request
For
Adoption
STRAND B-
INFORMATION
DISSEMINATION

March 1985

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C = State Center sponsored

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President's Office - Mapusaga Campus
P.O. Box 2609
Pago Pago, American Samoa 96799
(684) 639-9156

GUAM
Mr. Luther Myrvold, Dean
Division of Careers & Public Services
Guam Community College
P.O. Box 23069
Main Postal Facility
Guam, M.I. 96921
011-671 or 734-4311

PUERTO RICO
Ms. Nelly Castro Ortiz
Assistant Secretary for Adult Educ.
Department of Education
P.O. Box 1028
Hato Rey, PR 00919
(809) 753-9211

TRUST TERRITORY
Mr. Harold W. Crouch
Chief, Office of Education
Office of the High Commissioner
Trust Territory of the Pacific Islands
Saipan, MI 96950
160-671 or 9312

VIRGIN ISLANDS
Mrs. Anna C. Lewis, Director
Divison of Adult Education
Department of Education
P.O. Box 6640
St. Thomas, VI 00801
(809) 774-5394

NORTHERN MARIANA ISLANDS
Mr. Luis M. Limes
Director, Adult Basic Education
Northern Marianas College
Commonwealth of the Northern Mariana Islands
Saipan, MI 96950
160-671 - 7312

STAFF DEVELOPMENT RESOURCES

Appendix A lists four projects that have developed products for use in staff training programs:

- California, CBAE Handbook and Packets (see brochure on page 17)
- Florida, Adult Educator Competencies Package
- Kentucky, ABE Handbook and Evaluation Handbook
- Pennsylvania, Instructor's Manual + Annotated Bibliography

Adopting NDN Projects is a guide that provides basic information about local and state adoptions of National Diffusion Network projects, descriptions of 22 projects, examples of adoption agreements, and lists of key state contacts. Contact:

National Adult Education Clearinghouse
Room 5624, ROB-3
7th & D Sts., S.W.
Washington, D.C. 20202-3585
(202) 245-0636

The National Adult Education Conference in Milwaukee, November 6-9, 1985 will feature a 2-hour session on "Promoting Effective ABE Staff Development". Principles of effective staff development will be identified there and published in Spring, 1986.

Implementation Guides & Video Cassettes for CBAE Staff Development

california CBAE staff development

Introduction

To provide staff development for adult educators who are implementing competency-based programs. Emphasis is on incorporating the key components of Competency-Based Adult Education (CBAE) into Adult Education (ABE), English as a Second Language (ESL) and Vocational English as a Second Language (VESL).

Designed for Flexibility

- step-by-step directions and background narrative for facilitators
- masters for overheads
- masters for handouts
- pre-post tests
- points of focus
- answer keys
- convenient loose-leaf binder packaging

1 HANDBOOK FOR CBAE STAFF DEVELOPMENT

To enable users to implement a competency-based program in basic skills, ESL or VESL. Emphasis is on a process approach in the areas of management, assessment, guidance and instruction.

Audience: Administrators, Coordinators and Instructors
Authors: Consortium Members from the California CBAE Staff Development Project.

2 NEW TO CBAE?

To enable users to identify the key components of competency-based programs for adults.

Audience: Administrators, Coordinators and Instructors
Author: Suzan Barron

3 CBAE PROGRAM IMPLEMENTATION

To enable users to implement a competency-based system in an adult education program. Emphasis is on staff development and successful implementation approaches used in large and small programs in California. (Videos included)

Audience: Administrators, Coordinators
Authors: David Hemphill and John Tibbets

4 CBAE PROGRAM IMPLEMENTATION IN THE ESL CLASSROOM

To enable users to incorporate the key components of CBAE into their classrooms. Emphasis is on effective teaching techniques and organizing strategies in beginning and intermediate level ESL classrooms. (Videos included)

Audience: ESL Instructors, Coordinators
Authors: Autumn Keltner, Gretchen Bitterlin, Leann Howard, Linda Little and Sylvia Ramirez.

5 CBAE IMPLEMENTATION IN THE ABE CLASSROOM

To enable users to incorporate the key components of CBAE into their classrooms. Emhasis is on integration of basic skills with life skills and management of learning styles, lesson planning and record keeping. (Videos included)

Audience: ABE Instructors, Coordinators
Authors: Holda Dorsey, Joellen Bruce and Mary Rich

6 VESL APPROACHES

To enable users to select an approach that meets local needs for employment-related training approaches for adults who are English proficient. The four approaches are: ESL programs, vocational training programs, work experience programs, and worksite programs. (Videos included)

Audience: Administrators
Author: K. Lynn Savage

7 CBAE PROGRAM EVALUATION

To enable agencies to design and conduct better evaluation for program improvement.

Audience: Administrators, Coordinators
Authors: Pat Richard, Pat Johns, and Richard Stiles

ADDITIONAL GUIDES IN PROCESS:

- o Reading for ABE Students
- o CBAE Employability
- o Guidance for CBAE

ORDER FORM

I WOULD LIKE TO ORDER THE FOLLOWING:
PLEASE CIRCLE CHOICE

		No-Video	Beta-VHS	W/3/4
1. Handbook for CBAE Staff Dev.	$15			
2. New to CBAE?	25			
3. CBAE Prog. Implementation				
Large Agency		45	75	
Small Agency		45	75	
4. CBAE Implementation in ESL				
Beginning Level		45	75	
Intermediate Level		45	75	
5. CBAE Implementation in ABE				
Reading/Math		45	75	
6. VESL Approaches				
ESL + Voc. Training		45	75	
Work Exp. & Worksite		45	75	
7. CBAE Program Eval.	25			
SUBTOTAL.....		___	___	___
TOTAL		_____		

Enclosed is _____ check or _____ agency purchase order for the total cost payable to: FREDERIC BURK FOUNDATION.

Agency Name _____

Address _____
Street

_____
City Zip Code

Phone ( ) _____

Authorized Person Sending Order: _____

Title: _____

Date: _____

SEND TO:
Dr. John W. Tibbets, Director
CBAE Staff Development Project
Ctr for Adult Education, ED 221
San Francisco State University
1600 Holloway Avenue
San Francisco, CA 94132
PH: (415) 469-1083

AVAILABLE SEPTEMBER, 1985

STAFF DEVELOPMENT

PROJECT TITLE AND FUNDING	CONTACT PERSON	DESCRIPTION	PRODUCT
SD-1 Creating an ABE Network $7,927	Mary I. Johnson Rio Salado Community College P.O. Box 48208 Phoenix, AZ 85075-8208 (602) 849-0908	To provide a statewide directory of ABE program instructors and Administrators. Publish two newsletters. Provide programs through a series of workshops, guidelines and resource guide.	Directory, newsletters, and resource guide.
SD-2 Teacher Training $35,362.50	Calvin Johnson University of Arkansas at Little Rock 33rd & University Avenue Little Rock, AR 72204 (501) 569-3124	The project will provide staff development services by offering courses, workshops, and directed studies on campus and other locations throughout the state.	
SD-3 Adult Education Staff Development $26,400	Vertie L. Carter Philander Smith College 6500 West 12th Street Little Rock, AR 72204 (501) 664-0626	This project will provide prospective teachers and students with skills in teaching adults via conferences and workshops for prospective teachers and in-service for teachers, teachers' aides, and paraprofessionals.	
SD-4 University of Arkansas Adult Education Project $60,630	Jack Williamson, Dean College of Education University of Arkansas 324 Graduate Education Bldg. Fayetteville, AR 72701 (501) 575-3207	This project will provide instructional and advisory services to adult education personnel in Arkansas as well as to survey the needs of special populations including senior citizens.	
SD-5 Planned Certification Program for Adult Educators $6,634	Alvin J. McRaven Arkansas State University P.O. Box 2230 State University, AR 72467 (501) 972-3064	Project will establish a non-degree planned-program of studies in adult education for individuals who hold valid Arkansas teaching certificates. The program will contain a sequence of courses and educational experiences whereby individuals may obtain certification as adult educators within one calendar year.	

PROJECT TITLE AND FUNDING	CONTACT PERSON	DESCRIPTION	PRODUCT
SD-6 California Staff Development for CBAE $252,398	John Tibbetts Center for Adult Education San Francisco State University 1600 Holloway Avenue San Francisco, CA 94132 (415) 469-2369	A Statewide staff development consortium is being established to provide staff training and support for CBAE implementation.	1. Handbook for Staff Developers. 2. Staff Development Packets.
SD-7 Connecticut Staff Development Center $100,000	Marc Potish 25 Wolf Pit Road Farmington, CT 06032	1. To maintain a Statewide Resource Center/Clearinghouse. 2. To conduct pre-and in-service workshops. 3. To provide general and intensive technical assistance for local program improvement.	Newsletter, Mini-bibliographics.
SD-8 Developing Florida's Adult Education Leadership $49,581	Roy Ingham/Frank Darden Florida State University College of Education Tallahassee, FL 32304	Effect a five-university internship program to develop leadership for the future in adult education in Florida.	
SD-9 Staff Development for a Mutable Program $4,930	James J. McInnis Gulf County Schools Centennial Building Port St. Ive, FL 32456	Provide staff development in the use of video and computers.	
SD-10 Competency-Based Adult Education Project $25,000	Carl Proehl University of West Florida Pensacola, FL 32506	To determine competencies needed by adult educators and identify and develop a series of competency-based individualized instructional packages.	Instructional packages.
SD-11 Teacher Training/Staff Development Project in the Composing Process for ABE Students $40,000	Barbara C. Palmer Florida State University College of Education Tallahassee, FL 32306	Produce a teacher inservice training model using the composing process; conduct a workshop/pilot program.	

PROJECT TITLE AND FUNDING	CONTACT PERSON	DESCRIPTION	PRODUCT
SD-12 Cluster Administrative & Staff Inservice $24,000	Wes Pelsue KSDE 120 E. 10th Topeka, KS 66612	To provide continuous current and applicable inservice for program administrator and staff of each ABE center.	
SD-13 ABE Training Program	Chuck Guthrie Murray State University Murray, KY 42071 (502) 762-2186	Project will train regional supervisors in case of the New Teacher's Handbook	1. ABE Handbook 2. Evaluation Handbook
SD-14 Adult Education Program $45,200	Joan K. Fischer Associate Dean Worcester State College Division of Graduate & Continuing Education 486 Chandler Street Worcester, MA	A comprehensive program for professional teacher training & staff development in Adult Education delivered statewide. It includes innovative offerings to provide: (1) staff development for ABE project personnel to meet assessed needs; (2) a Master's Degree in Adult Education; & (3) a Certificate Program in Training & Development/Human Resource Development.	Certificate in Adult Learning.
SD-15 Staff Development Collaborative $272,000	Ken Walsh Adult Basic & Community Education P.O. Box 30008 Lansing, MI 48909	In this project, trained facilitators work with local planning groups of adult education teacher/administrators throughout the state to plan small incentive grant projects to meet their staff development needs. Eighty-five to one hundred small projects ranging up to $1,000 and six to eight area or state-wide projects of approximately $7,000 - 10,000 are expected to be funded during 1984-85.	

PROJECT TITLE AND FUNDING	CONTACT PERSON	DESCRIPTION	PRODUCT
SD-16 North West Mississippi's Adult Education Staff Development Project $3,375	Danny Hardin Greenwood Separate School Dist. Greenwood, MS 38930	A workshop to improve the quality of ABE/GED instruction in North West MS by offering training to teachers and administrators.	
SD-17 North East MS Adult Education Staff Development Project $3,305	Eloise Johnson Starkville Separate Schools Starkville, MS 39795	A workshop to improve the quality of ABE/GED instruction in North East MS by offering training to teachers and administrators.	
SD-18 South MS Adult Education Staff Development Project $5,975	Kay Jenkins Forest County Schools Hattiesburg, MS 39401	A workshop to improve the quality of ABE/GED instruction in South MS by offering training to teachers and administrators.	
SD-19 ABE Personnel Conference $12,500	M. Jane Hunter Nebraska Western College 1601 East 27th St. Scottsville, NE 69361	The purpose of the conference was to provide an opportunity for continued professional growth for ABE supervisors, teachers, aides, volunteers and secretaries.	
SD-20 Ft. Robinson Conferences for supervisors $8,500	M. Jane Hunter (Address above)	The conference was to provide an opportunity for supervisors to gather with state staff for one week to examine problems and possible solutions; to examine areas of instruction; and to provide an avenue for exchange of ideas.	

PROJECT TITLE AND FUNDING	CONTACT PERSON	DESCRIPTION	PRODUCT
SD-21 Teacher Training Project 1984-85 $12,000	Ronald Martin Dean of Instruction Western Nevada Community College 2201 West Nye Lane Carson City, NV 89701 (702) 887-3000	To provide statewide staff development experience for adult education teachers and administrators.	
SD-22 Truckee Meadows Community College Staff Development Project $4,968	Edward O. Gould Dean, Student Services Truckee Meadows Community College 7000 Dandini Blvd. Reno, NV 89512 (702) 673-7060	To provide staff development activities for the local adult basic education teaching or adult basic education staff.	
SD-23 Adult Basic Education Teacher Training Staff $12,893	Val Z. Garner ABE/ESL Coordinator Clark County Community College 3200 East Cheyenne Avenue North Las Vegas, NV 89030 (702) 643-6060	To train literacy tutorial staff; a college program to identify training and place tutors of adult basic education and English as a Second Language students.	
SD-24 N.H. Adult Basic Education Staff Development $29,698	Thomas F. Sousa Adult Basic Education 101 Pleasant Street Concord, NH 03301	To provide staff development opportunities to all adult basic education staff in the state.	

PROJECT TITLE AND FUNDING	CONTACT PERSON	DESCRIPTION	PRODUCT
SD-25 Staff Training for Personalized Instruction $3,000	John Celani Willingboro Public School Levitt Building Salem Road Willingboro, NJ 08046	A staff development effort to improve adult basic skills instruction and classroom management through 34 hours of concentrated training.	
SD-26 New Mexico Adult Basic Education Staff Development and Evaluation Project $112,855	S. Gregory Bowes Department of Educational Administration College of Education University of New Mexico Albuquerque, NM 87131	Statewide project includes self-directed staff development plans, local technical assistance teams and a literacy volunteer training program.	
SD-27 The Adult Beginning Reader Project $25,000	Bonne August Kingsboro Community College New York, NY (212) 934-5537	A staff development project for teachers who teach native-speaking adults below the fifth grade level in ABE programs.	
SD-28 Staff Development Nassau County BOCES BOCES $36,007 Two-Year College $50,112	Frank Wolff (516) 997-8700 Gene Winter (518) 455-6271	Project will develop a regional model for staff development. Trainers and administrators will use this project as a resource for the development of training for ESl, ABE and GED. The Two-Year College Development Center will serve as a resource to regional staff development activities.	

PROJECT TITLE AND FUNDING	CONTACT PERSON	DESCRIPTION	PRODUCT
SD-29 20 Staff Devleopment Consortia are operating across the State. Each Consortium is comprised of from 3 to 13 basic project. One member of each consortium serves as the fiscal and administrative agent for the group. $146,331	Norma M.K. Roberts Ohio Department of Education (See State Directors List)	Staff Development topics frequently addressed are: - How to attract and utilize volunteers - Strategies for improving adult literacy - Job training programs and skills - Assessing student competencies	
19 individual staff development projects. Large metropolitan areas frequently choose this model; however very small projects are also represented. $105,865 * Basic projects may be consortium members and also have an individual project.		Topics frequently addressed: - Training for adult literacy - Computer assisted instruction for ABE - Diagnosis and remediation of Learning Disabilities - Coordinating literacy efforts with other agencies	
SD-30 SEA Staff Development Project $165,594	Norma M.K. Roberts Ohio Department of Education	- Funding local ABE educators to attend the National AAACE Conference - Providing Laubach educational materials to ABE basic projects - Conducting statewide staff development for ABE personnel Includes three regional workshops and other activities.	

PROJECT TITLE AND FUNDING	CONTACT PERSON	DESCRIPTION	PRODUCT
SD-31 Staff Development Conferences for Adult Basic Education Directors in Oklahoma $18,000	Mattie Harrison Adult Education Section Oklahoma State Department of Education Oliver Hodge Education Bldg. Oklahoma City, OK 73105	To identify special needs of Adult Basic Education, materials, techniques and methods for teaching Adult Basic Education classes.	
SD-32 Improving Instruction of Language Arts and Mathematics in Adult Basic Education $18,000	James Mitchell Southeastern Oklahoma State Unversity Durant, OK 74701	To improve Adult Basic Education teachers' abilities to design nad implement programs, materials, environments, and experiences.	
SD-33 Staff Development and Instruction $45,000	Thomas E. Grigsby Oregon State Unviersity School of Education Corvallis, OR 97331	To provide staff development for ABE personnel and technical assistance in program reviews and regional program evaluation. Also to coordinate and develop research projects to assist in the evaluation of student performance.	
SD-34 Follow the Leader: Strategies of Communication, Coordination, and Collaboration $3,073	Mark C. Nagy, Director Mark C. Nagy Associate 101 Locust Grove Road Rosemont, PA 19010 (215) 525-5952 (302) 328-9401	Through this customized training and educational process, ABE counselors and teachers will get to know their own behavior styles as they relate to the ABE programs. The educator will identify and develop individual strengths for interacting with each other and learn strategies and techniques for resolving interpersonal conflicts.	
SD-35 Introduction to Adult Education-An Overview $655	Larry Bresnahan, Director Lincoln Intermediate Unit 12 P.O. Box 70 New Olford, PA 17350 (717) 843-9489	This one-credit course is for educators with little or no formal training in adult education programs. Many professional educators, including some working in adult basic education programs, are not aware of the scope and goals of adult basic education in Pennsylvania.	Instructor's manual and an annotated bibliography.

PROJECT TITLE AND FUNDING	COMPACT PERSON	DESCRIPTION	PRODUCT
SD-36 Adult Education Learning Laboratories	J.A. Murphy Lander College Greenwood, SC 29646	A one-week summer workshop to train adult education teachers to more effectively organize and manage adult education learning laboratories.	
SD-37 Competency Based Adult Teacher In-Servide Training Program $30,000	Paul G. Butterfield Weber State College 3750 Harrison Boulevard Ogden, UT 84408	Project will establish a structure which will enable adult education teachers to have access to inservice instruction geared to their specific situational needs through an educational brokerage system.	
SD-38 Multi-Program Inservice Training $28,814	Ronald H. Sherron Adult Education Program School of Education Virginia Commonwealth Univ. 4064-C Oliver Hall 1015 West Main Street Richmond, VA 23284-0001 (804) 257-1332	Project will assist with the planning and delivery of training that is relevant to the needs of local program staff.	
SD-39 Summer Adult Institute and Lyceum - 1985 $111,571	Edward V. Jones School of Education George Mason University 4400 Unviersity Drive Fairfax, VA 22030 (703) 323-2495	Two hundred ABE teachers and supervisors will be involved in one of four to six strands to meet the needs of beginning teachers, experienced teachers, ESL teachers, and administrators in such content as the adult learner, teaching methods, curriculum methods, learning disabilities, adult beginning readers, and supervisory and administrative concerns.	

PROJECT TITLE AND FUNDING	CONTACT PERSON	DESCRIPTION	PRODUCT
SD-40 Statewide Staff Development $40,063	Elaine P. Witty Dean, School of Education Department of Secondary Education and School Management Norfolk State University 2401 Corprew Avenue Norfolk, VA 23504 (804) 623-8701	Project will identify master teachers who are experienced ABE teachers and content competent and prepare them to deliver training throught the existing local and cluster training activities. The base for their training will be five research and development projects funded by 310 funds.	
SD-41 Highline CC "ABE Staff Development" $108,039,50	Alan Torgerson Midway, WA 98032 (206) 878-3710	To provide staff training for the Adult Education Directors in the Community Colleges & VTI's.	
SD-42 ABE Inservice Teacher Training $54,282	Charles I. Jones OAS Department Marshall University Huntington, WV 25701	Provide inservice activities for ABE personnel, expand ABE curriculum bibliography and establish a statewide management system for professional development.	ABE Bibliography.

DISSEMINATION

PROJECT TITLE AND FUNDING	CONTACT PERSON	DESCRIPTION	PRODUCT
DIS-1 Communique: The Newsletter for Arizona's Adult Educators $10,660	Rene X. Diaz Adult Basic Education 525 North 7th St. Phoenix, AZ 85004 (602) 257-3182	Publish and distribute five issues of newsletter that will include materials development, workshops, conferences, funding sources, Legislative matters, recruiting ideas and news of other 310 projects.	Adult Education Newsletter
DIS-2 State-wide Student Retention Project $8,683	Mary I. Johnson Rio Salado Community College P.O. Box 48208 Phoenix, AZ 85075-8208 (602) 849-0908	Publication of an Adult Education student newspaper.	Student newspaper
DIS-3 Dissemination Network for Adult Education (DNAE) $236,900	Jane Zinner 1575 Old Bayshore HWY Burlingame, CA 94010	Project provides a procedure for assessment and dissemination of instructional strategies and products.	Network News (a periodical catalog)
DIS-4 Connecticut's Adult Education's Staff Development Project "Project Resource/ Access" $29,692	Mr. Marc Potish Director, SDP 25 Wolf Pit Rd. Farmington, CT 06032	To improve adult education knowledge of the resources available for improving student ancillary services.	Card catalog and resource units for 4 sections of SDP resource collection and a computerized data bank for the information.

PROJECT TITLE AND FUNDING	CONTACT PERSON	DESCRIPTION	PRODUCT
DIS-5 Northern Illinois Area Adult Education Service Center $248,765	Dr. Phyllis Cunningnam Gabel Hall Room 200 De Kalb, IL 60115	To provide and facilitate staff development services to local education agencies conducting adult education programs in Northern IL which are funded by the Illinois State Board of Education. Service emphasis will be in all areas of adult basic education (ABE) and adult secondary education (ASE) with added concentration in the area of Limited English Proficiency (LEP) and the concomitant instructional area of English as a Second Language (ESL).	1. Curriculum 2. Newsletter
DIS-6 Southern Illinois Area Adult Education Service Center $101,315	Mr. K. Duane Rankin Southern IL University Building #3, Rm. 0147 Edwardsville, IL 62026	To provide and facilitate staff development services to local education agencies conducting adult education programs in Southern Illinois which are funded by the Illinois State Board of Education. Service emphasis will be in all areas of adult basic (ABE) and adult secondary education (ASE).	1. Curriculum 2. Newsletter
DIS-7 Central Illinois Area Adult Education Service Center $132,880	Mr. Charles Sutton 200 S. Fredrick St. Rantoul, IL 61866	To provide and facilitate staff development services to local education agencies conducting adult education programs in Central Illinois which are funded by the Illinois State Board of Education. Service emphasis will be in all areas of adult basic (ABE) and adult secondary education (ASE).	1. Curriculum 2. Newsletter
DIS-8 Indiana Adult Education Resource Center	Director Arsenal Building, Rm6 Arsenal Technical High School 1500 East Michigan St. Indianapolis, IN 46201	This adult education resource center is intended to provide various types of professional services for persons employed in adult basic and secondary education programs. Key services to be provided are: a central computerized clearinghouse, regional training sessions and six regional advisory councils.	

PROJECT TITLE AND FUNDING	CONTACT PERSON	DESCRIPTION	PRODUCT
DIS-9 Catalogue Update $1,500	Bob Becker Adult Resource Center 125 E. 2nd Ottawa, KS 66067	Update present catalog of materials housed in each (4) resource center.	ABE current materials catalogue
DIS-10 Kansas Adult Educator Newsletter $1,000	Marsha Wunderly Ft. Scott Community College Ft. Scott, KS 66701	Publication issued 4 times per year for staff development and dissemination of project and program news.	Newsletter
DIS-11 Dissemination Project For Adult Education $2,104	Alma Jo Rayburn Itawamba Jr. College Tupelo, MS 38801	To develop and disseminate an Adult Education Newsletter for Adult Education teachers and supervisors in Mississippi.	Newsletter
DIS-12 ABE Newsletter $5,000	Dr. M. Jane Hunter Nebraska Western College 1601 East 27th St. Scottsbluff, NE 69361	The project provides information to ABE personnel on a quarterly basis.	Newsletter
DIS-13 NJ Adaptation Project $19,000	Dann Educational Servs. 19 Wakefield Drive Medford, NJ 08055	The New Jersey Adaptation Project is a dissemination effort designed to assist adult education programs in adapting previously developed 310 projects to enhance program services.	

PROJECT TITLE AND FUNDING	CONTACT PERSON	DESCRIPTION	PRODUCT
DIS-14 Adult Education Consortium $6,000	Cleve Taylor University of Oregon College of Education Moscow, ID 83843	Oregon's share of the Region X Adult Education Consortium which includes the publication of a quarterly newsletter coordination of a four-state local program evaluation, assistance with regional ABE/GED/ESL summer conference.	Newsletter
DIS-15 AdvanceE Resource Management for Adult Education Clearinghouse: 98-5028 $48,940	Doris M. Epler 333 market St. 11th Floor Harrisburg, PA 17126-0333	To operate a statewide ABE Resource Management Clearinghouse known as AdvancE that will consist of a shelf collection of ABE-related materials, information and resources. AdvancE will maintain a collection of 309/310 final reports and products and evaluate the system's as to effectiveness and user satisfaction.	
DIS-16 Focus on Curriculum $12,744	Sherry Royce Partner, Royce, and Royce 1938 Crooked Circle Dr. Lancaster, PA 17601	Project will use a panel of five PA adult educators with proven 310 experience to review and evaluate Pennsylvania's 310 resources and commercial materials published after January 1, 1980. The best will be selected for six FOCUS ON CURRICULUM editions.	Six FOCUS bulletins
DIS-17 Pennsylvania's ABE Newsletter $22,147	David W. Fluke What's the Buzz? Box 214 Troy, PA 16947 (717) 596-3474	Pennsylvania's ABE Newsletter, What's the Buzz? is published monthly September through June. It contains information on adult education practitioners in Pennsylvania.	Newsletter with an inservice two-page insert

PROJECT TITLE AND FUNDING	CONTACT PERSON	DESCRIPTION	PRODUCT
DIS-18 Texas Renewal Education Network Dissemination System (TRENDS) $68,000	Ms. Anna Peterson Region 11 Education Service Center 209 North Water St. Corpus Christi, TX 78401 (512) 883-9288	This project will continue the operation of a statewide dissemination system to assist adult education programs in evaluating, utilizing, and integrating innovative resources, instructional strategies, and curricula.	Catalog resources
DIS-19 Adult Education Dissemination Conference $27,838	Ted W. Campbell 417 Morningside Dr. Lexington, VA 24450 (703) 463-7386	To conduct a three day conference to disseminate the findings of 310 projects.	
DIS-20 Adult Basic Education Newsletter $24,241	Mr. William J. Burkholder Fairfax County Public Schools 10700 Page Ave. Fairfax, VA 22030 (703) 691-2631	Project provides a forum for Adult Education personnel to share instructional, supervisory, and administrative ideas. It also provides a mechanism whereby the other 310 projects can keep the practioners in the state abreast of their progress.	
DIS-21 Housing the 310 Projects for the SPI Office $900	Alan Torgerson Midway, WA 98032 (206) 875-3710	Provide storage and dissemination services for the Adult Basic Education 310 projects for FY - 85 for the SPI agency	